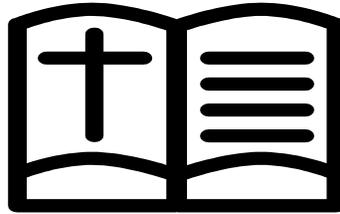


New Testament

NTCA



Christian Academy

Parent / Guardian / Student Handbook 2019-2020

**“Train up a child in the way he should go, and when he is old he will not
depart from it.” Proverbs 22:6**

**10201 W. Bradley Rd.
Milwaukee, WI 53224
414-365-1677
www.ntcacademy.org**

VISION STATEMENT

The Academy's vision is that every student will receive a Christ-centered Education that has prepared them for a successful future; spiritually, academically, socially and physically.

MISSION STATEMENT

The New Testament Christian Academy's mission is to train up a child in the way he should go so that when he is old he will not depart from it in accordance with Proverbs 22:6.

Statement of Shared Responsibility

NTCA is a Christian school seeking to fulfill its mission by recognizing shared responsibilities. The role of the **faculty** is to teach the students to achieve their potential, to use their gifts to reach spiritual maturity, and to attain academic excellence. The role of the **student** is to be responsible for his/her development as a student and a whole person in order to prepare for life and work as an adult. The role of the **parent** is to support the goals of NTCA, to encourage the efforts of their sons and daughters, and to participate in school activities. Together, the NTCA community will build confidence, human rights and dignity.

Statement of Attainable Goals

The intent of the school is to:

- Educate all children in the ways of God.
- Educate children with Christ-centered curriculum to prepare them to live Christian lives in the larger society.
- Provide a Christian academic environment, to maximize the individual abilities of each child by providing a challenging academic curriculum and solid instruction; and
- Reflect on and emulate the qualities exhibited by the one risen Savior, Jesus Christ our Lord, so that students will be able to compete effectively and contribute significantly within society.

Doctrinal Statement

The NTCA is a Christian, evangelical, Bible believing school whose doctrines are based on biblical presuppositions, including:

- God (The Father, Son, and Holy Spirit) and His redemptive work in man's salvation through Jesus Christ, the Son of God.
- The ordinances of the communion of believers.
- A distinction between local church membership and membership in the Body of Christ (ex. a personal relationship with Jesus Christ or salvation). We believe and teach that salvation should precede enrollment in the local body (Acts 2:37, 3:47).

Goals

To help parents produce children who have a heart for God.

Therefore, we as a **faculty/staff** incorporate the following goals:

- ❖ Prepare our students to contribute to the quality of life for all people.
- ❖ Supply our students with the tools for analytical / critical thinking and moral consciousness.
- ❖ Develop in each student a sense of personal worth and Christ-like qualities.

- ❖ Meet the needs of all students, not just the high achievers yet challenging the high achievers.
 - ❖ Provide academic, spiritual, artistic, and athletic excellence.
 - ❖ Foster self-discipline.
 - ❖ Provide an integrated Christian curriculum.
 - ❖ Show and lead by example, and encourage students to pray.
 - ❖ Integrate faith in Jesus via the content and process of learning.
 - ❖ Emulate the spiritual model of Christianity, understanding that many children learn mostly by example.
 - ❖ Provide a warm atmosphere of love, encouragement, support and acceptance.
- “Everyone who is fully trained will be like his teacher”. Luke 6:40**

Therefore, we expect **parents** to incorporate the following goals:

- ❖ Discipline their children consistently and continually until they reach maturity.
- ❖ Teach their children biblical principles.
- ❖ Teach children to accept, respect and love their peers and teachers.
- ❖ Prepare their children for learning.
- ❖ Prepare breakfast for children in the morning before they come to school.
- ❖ Help children develop good homework habits.
- ❖ Assure that children have the proper supplies at home to accomplish tasks.
- ❖ Bring children to school on time and make sure their attendance is regular.
- ❖ Make sure that children are well groomed and dressed according to uniform policy.
- ❖ Assure that each child has a good night of sleep.
- ❖ Emulate the spiritual model of Christianity, understanding that many children learn mostly by example.
- ❖ Support the decisions and expectations of the Academy particularly as it relates to your child.
- ❖ Love and accept every child in the Academy as their own.
- ❖ Provide a warm atmosphere of love and acceptance.

“Train up a child in the way he should go, and when he is old, he will not turn from it.”

Proverbs 22:6

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The above statements refer specifically to how we integrate Gospel values in our work with the student body. Our school mission statement reminds us that the foundations we hope to lay here are foundations we too, must live by.

New Testament Christian Academy Information
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Address:	10201 W. Bradley Rd. Milwaukee, WI 53224
Office Hours:	8:00am – 4:00pm
Telephone Number:	(414)-365-1677
Fax Number:	(414)-365-5611
Website:	www.ntcacademy.org
Senior Pastor:	Julius R. Malone
Director:	Renee I. Johnson

Welcome

**“I came that they may have life, and have *it* abundantly.”
John 10:10b**

Dear Parents, Guardians, and Students,

Welcome to New Testament Christian Academy (NTCA). We are honored that you selected our academy. As a Christian school, our charge is to help our students prepare for life and eternity. We help our students prepare for life by teaching, training, coaching, and encouraging them academically, physically, socially, and spiritually. We help our students prepare for eternity by sharing the Gospel (Good News) of Jesus Christ. We want them to know that God loves them (John 3:16).

Our charge is to fulfill our mission, which is Proverbs 22:6, “Train up a child in the way he should go: and when he is old, he will not depart from it.” This includes academic and career preparation. Therefore, our lessons in social skills, our reminders to adhere to school authority, our projects and homework assignments all work together to prepare our students to excel in life. We are attempting to train, develop, and cultivate young minds to prosper and flourish as responsible citizens.

We want to partner with parents and guardians to help our students reach their highest personal potential. We aim to foster a culture of respect and partnership. Parents and guardians are critical to their children’s wellness and development.

Indeed, we look to the Lord to help us accomplish what is best for the children in the areas of reading and literature, math and science, technology and engineering, biblical studies, history and social studies, music, foreign language, and more.

Again, we are blessed and honored to have you as part of our NTCA family.

¡Bienvenido! Bienvenu! Welcome!

Sincerely,
Ms. Renee Johnson
Academy Director

NICA CREED

Say it with me....

**I am going to have a great day
because I can do ALL things
through Christ
who strengthens me
because
I am MORE
than a conqueror
through Christ Jesus.**

**So, no one and nothing can stop me
from walking in EXCELLENCE
because the same Holy Spirit
that raised Jesus
from the Dead
Lives in ME!**

Believe With Me!

ADMISSION POLICIES

NTCA respects the dignity of every child. Race, nationality, or other forms of discrimination will not prevent a child from being accepted into this Christian school.

It is the policy of NTCA not to discriminate on the basis of any legally protected class – including race, creed, color, religion, sex, ancestry, or age in its educational programs, admissions policies and employment practices.

Parents who seek admission to NTCA for their children must submit a NTCA Admissions Application and complete the required admissions process and checklist items.

Once a student is accepted and admitted to NTCA, a formal written letter will be sent to the family and a records request will be sent to the student's prior school.

Records for any student leaving NTCA will not be transferred if all financial obligations are not met or current, or if school property is not returned.

NTCA is not outfitted to provide formal special educational services for students with special needs or learning or physical disabilities.

****Enrollment** into our **K3 class is probationary** for all students. We will work with the child, parent and teacher. If it is determined that the child is not quite ready for K3 (in diverse areas), interventions will occur and it may lead to withdrawal and waiting until the next year for enrollment. The structure of the K3 class may just not suit the child at their developmental stage.

Registration

Registration can be completed on-line through our on-line application on our website (www.ntcacademy.org). All new families must have a formal Information Session with the NTCA School Administrator before, during or after the application is complete.

An application is considered complete with the following items:

- Birth Certificate
- Report Cards
- Standardized Test Scores
- Immunization records
- Baptismal Certificate (if applicable)
- Completed application
- Letters of recommendation (if applicable)
- Application Checklist and all required items
- Placement Test will be administered to determine proper grade placement
(Students accepted to NTCA are not automatically accepted to a specific grade –
NTCA reserves the right to place a student in a specific grade level)

NTCA parents/guardians receive re-enrollment registration forms in the spring for the fall term for students already attending NTCA and for their siblings. Registration forms and fees must be returned before the end of the school year in order to secure a seat for enrollment.

During the advertised open-enrollment period, students desiring to attend NTCA may obtain applications by calling or visiting the school office.

Withdrawal Policy

Any student who withdraws from NTCA should officially inform the school of the withdrawal before any records will be released. All school property must be returned and financial obligations must be met before records will be released. An exit withdrawal form should also be completed to complete the withdrawal process.

Immunization Requirements

The Wisconsin Immunization Law requires students through Grade 12 and children in day care centers to be immunized according to their age/grade level by the beginning of the school year. Immunizations are required against measles, mumps, rubella, polio, diphtheria, tetanus pertussis, and hepatitis. **Parents / Guardians must present written evidence of completed basic and booster immunizations, including the day, month, and year (preferably on Form DOH4020) for each child.** If students are not fully immunized upon admittance to school, they must have received at least one dose of each vaccine required for their age/grade within thirty (30) school days of admission.

Students must meet these immunization deadlines, and notify their school regarding any additional vaccines they receive. Exemptions may be obtained for medical, religious, or personal conviction reasons. Such exemptions must be documented in written form. Any student who fails to abide by this state law may be withdrawn from NTCA.

Student Information

Parent/guardians are required to have an emergency card filled out for each child that attends NTCA. Parents/guardians are required to inform the office of ANY changes (phone, address, name, etc.). It is vital that any changes be communicated immediately to the office in case of emergency. If the parent/guardian's phone number is not in working order, an emergency phone number (relative, neighbor or friend) must be supplied to the office in case of an emergency.

Release or Publication of Student Information / Photos / Videotaping

If you desire that your child's address and phone information **not** be released to other parents or for educational resource purposes, please contact the Academy Office in **writing** with this request. Your written request to not release this information should be turned in to the Office by September 30th of the current school year. Also, if you desire that your child **not** be photographed or videotaped and/or that it is not released or used for school literature, pamphlets, website or videos, please contact the Academy Office in **writing**. Your written request should be turned in by September 30th of the current school year. If we do not receive a written request by September 30th, your child may be photographed or videotaped for school videos, school website, faculty observations, pamphlets or other school related publishing or events. Parents have the right to opt their child (ren) out of the process at any time with a five-day written notice to the Academy Director.

Fundraising

Tuition at NTCA only pays for a portion of the cost of educating each student. We ask that each NTCA Family take an active role in school fundraisers. Fundraising efforts are permitted only by those groups or individuals whose purpose is to raise funds for the benefit of the NTCA. Fundraising activities must always be done in the best interest of the students. Funds raised from fundraising done in the name of NTCA must be used for NTCA and benefit NTCA. The Director must approve **all** solicitation /fundraising requests / fundraising activities and events.

Permission must be obtained from the Director for any and all fundraisers that occur at NTCA. Suggestions for fundraisers must be brought to the Director for approval. Gifts from parents or the community are accepted by NTCA through specific procedures. Please refer all potential donors to the School Director.

Tuition Payment

Payments are due by the first of each month. Late fees apply after the fifth of the month. **Accounts must remain current and be brought current by the end of each quarter for students to participate in school, school activities and receive academic reports.** Delinquent accounts will accrue additional fees, penalties and loss of privileges. **Delinquent accounts will result in students not being able to attend classes until accounts are brought current.** As Christians, we are to be good stewards and accountable to whom and what we owe.

Volunteering

All parents /guardians are encouraged to render at least 20 hours or more of volunteer time per academic year. (Ex. Field Trips chaperone, in-class assistant, lunchroom supervision, recess supervision, working at Parent Meetings, etc.) Permission from the Director must be granted. Volunteers who desire to assist on an extended or consistent, partial or long-term basis, must complete a **Volunteer Application, background check** and **meet** with the Director. (Ex. Coach, Instructor, Tutor)

SCHOOL DAY

Arrival Procedures-Students

Only children who are registered in the Before Care Program should be dropped off prior to 7:50am; THERE IS NO OTHER DESIGNATED ADULT SUPERVISION PRIOR TO 7:50am. Students should not arrive to school before 7:50am. **If a child is dropped off before this time, at the administrator's discretion, the child may be sent to Before Care and the parent/guardian will be charged an hourly fee, which is the extended care fee.** Students who arrive at 7:50am -8:05am should report to the designated Before Care location to prepare for morning processional to class. Student entry into the classroom is 8:10am.

Parents **must** escort and walk their students into the building and to their classroom. This is particularly for students in grades **K3 – 3rd grade**. Students in **K3-3rd grade must** be escorted to their classroom. If there is a sibling in 5th grade or higher, they may escort the younger student (sibling) to their classroom. The purpose is for the safety of all our students as they enter.

All students who arrive to school after 8:15am, must be escorted and checked in, by an Adult, with the Academy Secretary or designee. They will receive a Tardy slip which must be given to the classroom teacher.

Students in Before Care will begin Before Care no earlier than 7:00am. Students should not be dropped off or arrive to school before 7:00am.

Daily Schedule

8:10	Students Begin to Arrive In Classrooms
8:15	School Day and Classes Begin
10:55-1:15	Lunch / Recess (varied schedule for different grades)
3:30	Student Dismissal

Dismissal Procedures-Students

Parents are asked to pick-up students immediately after dismissal at 3:30pm. Students will not be allowed to leave the presence of the teacher without a parent / guardian. Only parents or guardians will be allowed to retrieve students. Once they are picked up, students should remain with parent/ guardian until they leave the school building. If another person must pick up your child, written notification **should** be given to the teacher or the Office. This person may also be asked to show proper identification. A note given to the office (at the beginning of the year) with potential names of adults who will pick up your child will also be helpful. Students should exit the building with parents or guardians by **3:40pm** unless they are in after care or in a pre-approved after school activity. In those cases, the moderator or supervising teacher is responsible for the students. **Students should always be with a parent after dismissal.** Students should not be in the building, in the parking lot, outside or playing after dismissal. **Parents or relatives that are in the outside pick up queue may be asked to show a *Pick-up Identification Card in order to ensure each child is safe and that they are going home with the proper individual.**

***After care begins at 3:45pm and charges for After care will begin to accumulate at this time.

***Students may **not** wait for their ride in the Family Life Center Receptionist/Lobby area.

***Students are also asked to not play on the church lawn, landscaping or parking lot or run in the parking lot. **They are also to walk back inside the building from outside (not run).** *

A student may stay after school only with the approval of their parent/guardian if arrangements have been made through the Academy Office and supervising teacher. However, this should be done in advance. Phone calls are not to be made during the day or after school to make arrangements for after school. **THERE IS NO OTHER DESIGNATED ADULT SUPERVISION AFTER 3:40PM** except for After Care and there is a charge.

Early Dismissal Procedures-Students

If a parent / guardian needs to pick up their child prior to dismissal time, **advance written or verbal notice must be given to the Academy Office.** The parent / guardian must pick up the student. If another person is picking up your child, written or verbal notification must be given and this person will be asked to show the **Pick-up Identification Card** and/or show proper identification. The students' attendance will also reflect the time of dismissal. **Parents are to come to the Academy Office to check-out their child(ren) with the Office staff. If the child is not already in the office, after checking out in the office, you will be allowed to go to the classroom to retrieve your child.**

If a student is absent for more than two hours, throughout the day, it will be counted as a half-day absence.

Early Dismissal – Monthly Early Dismissal Day

There will be a monthly designated early dismissal day once a month and other designated days. These days are listed on the school calendar. It is primarily the first Monday of each month but there are other designated days. On these designated days, dismissal time is at **1:30pm**. Students should be picked up by **1:35pm** at the latest on these days.

Snow Days and Other Emergencies

Families are directed to watch one of the two TV stations; channels **4** or **Fox 6** in the event of severe weather. **Parents are to also check the school's voicemail for school status.** The school phone number is 414-365-1677.

If school is in session, and inclement weather develops, parents will be contacted and a closure will occur during or around the lunch hour or an early dismissal may occur. Parents have the

option to come and pick up their child earlier on these inclement weather days and to keep their child home on days that NTCA is in session.

After School Guidelines

After School

- Students who are eligible for extra-curricular activities may stay after school on designated days with advanced written parental permission.
- A student may only participate in an after-school club if they have been in attendance and present during the entire school day. If they were absent, they cannot participate in the extra club. A student must also not have more than one D or F in their current grades. A student must have appropriate and acceptable behavioral conduct occurring in classes.
- A student may stay after school only with the approval of their parent / guardian and after arrangements have been made through the Academy Office. **Students will not be allowed to make phone calls at school to make ride arrangements.**
- If a student has a detention or is being tutored, he or she must report to and stay with the supervising teacher. Students must stay with their supervising teacher at all times if they are remaining after school for an extra-curricular activity or tutoring. **Students must have pre-arranged transportation provided to take them home when the activity concludes. Parents are to be present at the exact dismissal time for pick-up from tutoring, clubs or sports or they will incur the extended care late fee.**
- **All students must remain in areas where there is supervision at all times.**
- Athletic players must be in the gym or designated areas at all times with supervision.
- Siblings of students participating in extra-curricular activities will **not** be the responsibility of the supervising teacher or the sibling in the activity. Parents/guardians must secure ride arrangements for each sibling that is **not** in an activity and for the sibling that is in an activity.
- **The activity supervisor is responsible for escorting the team players to parents after dismissal of the activity.** No students are permitted to remain in the building without supervision. **Parents should arrive at designated end times of activities to retrieve their children or they will incur the extended care late fee.**
- Boys are not permitted to observe girls' activities and girls are not permitted to observe boys' activities, unless it is a coed activity.
- **After-Care supervisors are not to allow students to leave after-care without supervision. Student must be escorted in the hallway and to any designation after dismissal.**
- **Students may absolutely NOT be unsupervised after dismissal, at any time. This includes the front lobby area, outside the Academy and any other area.**
- **On days where there may be After School Programming or Special Events, there is no supervision and children are to go home and then return for After School event with a parent/guardian.**

EXTENDED CARE INFORMATION-See Extended Care Handbook

VAN / BUS POLICY

Students who ride the van or a yellow bus for fieldtrips or events are expected to follow all safety guidelines and rules. The van driver is in complete charge during the boarding, ride, and departure from the van. Students are expected to comply and adhere to all van / bus rules while riding as well as all NTCA rules.

The following Conduct Rules apply to all students who ride the NTCA Van or a yellow bus.

- Respect and obey the driver at all times.
- Never open windows without permission.
- Go directly to your assigned seat.
- Keep hands and feet to yourself.
- Remain seated at all times with the seatbelt properly fastened.
- Arms, head, and hands are to be kept inside the van. They are never to be out of the windows.
- Pushing and/or shoving are never permitted.
- Loud talking, loud laughing, and other noises are inappropriate.
- Vulgar words, profanity, and disrespectful behavior are never allowed.
- Keep book bags, lunches, and coats out of the aisles.
- Avoid throwing anything out of the van / bus window.
- Eating, drinking, or chewing gum is not permitted.
- Toys and games are not permitted while riding on the van / bus.
- Electronic devices, cell phones, games, mp3 or any other devices are not to be out or used. They will be confiscated and retained for 3 weeks and 4 weeks respectively.
- Once a student is on the van / bus, they are not to depart from the van / bus.
- Bullying of any type is not allowed on the van / bus.

Students whose misbehavior is reported by the van driver or by a staff member on the bus, become the subject for referral to the Director. Students who misbehave on the van / bus, will be suspended or possibly expelled from riding the NTCA van or a yellow bus.

ATTENDANCE POLICIES

Wisconsin's compulsory school attendance statute, Wisconsin Statute 118.15, requires all children between the ages of 6 and 18 "to attend school regularly during the full period and hours that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age." The state legislature has made it clear that children with exceptional educational needs are covered by the requirements of the law. *The compulsory school attendance law puts the burden on any person having a child under his or her control to ensure that the child attends school.* Parents or guardians who do not comply with the law may be guilty of a misdemeanor punishable by a fine and/or imprisonment.

Attendance at NTCA is imperative for the learning process to be effective. Doctor and dental appointments should be made after school hours. In order to promote proper attendance and be eligible for a **passing grade**, a student must have **less than nine (9) absences from school per quarter**. Final determination for exceeding the limit and medical clearance determination will be made by the Director. **Continued or habitual absence from school will result in a parent**

conference with Administration, possible other consequences and may place the status of the child as a NTCA student in jeopardy

Early dismissal from school requires parent pick-up and verbal / written notification from a parent/guardian. Any student leaving the building during the day for any reason **MUST** be checked out from the Academy Office by the parent/guardian. If the student is to be picked up by anyone other than the parent/guardian, the office must have prior written or verbal notice. The Identification Card must be shown and/or driver's license. If a student misses more than two hours of the day, it will be considered a half-day absence.

Absences

Absences from school must be reported to the Academy Office (414-365-1677) by a parent/guardian **prior to 9:00am** on the day of the absence. If the School Secretary is not available to answer the phone, a message should be left on the answering service. This service is on 24 hours a day. **Please call the Office to report all absences. If a phone call is not made to report an absence, the absence will be recorded as an unexcused / truancy absence. (Upon returning to school, a written excuse must be given to the office if prior parental/guardian contact was not made.)**

Students who accumulate excessive absences will place their status as a NTCA student in jeopardy.

Tardiness

Students are to be in class each day by 8:10am. Promptness in life is an extremely important trait to develop. **We attempt to model this character trait at NTCA. Students arriving after 8:15 a.m. should check in with their parent at the Academy Office or with the Office monitor who will record their tardiness and issue a tardy slip.** Students should proceed directly to Chapel when they are tardy, after receiving their tardy slip. If you arrive after the Office monitor has left or after 8:30am, please ask the receptionist to allow you to go the Academy Office to receive an entrance tardy slip. **We ask that parents please make arrangements to have students in class on time each day; your full support and cooperation in this matter is greatly appreciated.** We desire to walk in excellence, in all areas. Students who accumulate excessive tardies will need to meet with administration, along with their parent, and will place their status as a NTCA student in jeopardy. The following are consequences for tardiness:

Tardy Policy:

*Students who are **tardy 4** times within a quarter will receive a Warning phone call / email to parents from Administration.

*Students, who are **tardy 8** times or more within a quarter, will be required to have a Parent Meeting with Administration and the student could receive detentions or be pulled and excluded from any Extra or Extracurricular Activities for the remainder of the quarter. Final determination of disqualified activities will be at the discretion of the Director.

Note: The sanctions are per each quarter.

Truancy

Truancy is an unexcused absence from any portion of the school day. A truancy results in an entry in the student's permanent file. Students will receive disciplinary consequences for such actions. Students who develop a truancy pattern could jeopardize their privileges, participation in activities and status at NTCA.

HEALTH AND MEDICAL ISSUES POLICIES

Parents/guardians should keep the school informed of any special medical needs their student(s) may have.

Parents should inform school, in writing, if there are special concerns or allergies that will prevent your child from going outside to recess or outside activities.

Parents/guardians are **not** send their child(ren) to school if they are ill and / or vomiting or have a fever, or excessive coughing. The school does **not** have a sick care room, **nor** do we have personnel allocated to monitor children who are ill. If a child comes to the office with a **temperature of 99.6 degrees** or above, is vomiting, has diarrhea, or has symptoms of a communicable disease, has excessive coughing, the office will place a call to the parent/guardian and ask that the child be picked up as soon as possible to minimize the symptoms becoming worse. **Symptoms should be cleared for at least 24 hours before returning to school.** A working phone number or emergency contact phone number must be on file in the office.

Communicable diseases and infections can spread rapidly throughout the school population, so it is important that the parent/guardian seek medical attention for the child and take note of the following guidelines. If there are any questions always consult your family doctor. Parents are also required by law to notify the health department. This is a **limited** list and certainly does not cover all communicable diseases:

- **Bed Bugs** – If there is a known case of bed bugs in the home, please ensure that students take the proper protocol with utilizing a hot dryer for clothing before returning to school. If a student has bed bugs, on their person, at the school, parents will be notified and will be expected to follow the proper protocol that will be sent home (via a memo) with the student, before the child returns to school.
- **Chicken Pox:** Disease caused by varicella zoster virus. Initial symptoms include fever, feeling tired and then followed by an itchy blister-like rash. Vaccinations are available, but are not required. Students should stay home for one week.
- **Measles:** Initial symptoms include fever, feeling tired, possible sore throat, koplik’s spots in the mouth and then followed by a reddish-brown spotty rash. Students should stay home for at least one week.
- **Lice:** Infestation of small insects on the head. Symptoms include severe itching of the scalp. Treated with medicated shampoos. Infected students should remain home from school until treated.
- **Whooping Cough / Pertussis:** Students who experience symptoms of coughing, fever, and severe coughing must go home or be kept home until treated.
- **Pink Eye (Conjunctivitis):** Infection of the eye. The white part of the eye will appear red and rims may be red as well. Treated with antibiotic drops or ointment. Child should be kept home for 24 hours after beginning antibiotic treatment.
- **Rash:** Body rash (with fever or itching). A doctor should examine the child.

- **Ringworm (Tinea):** Infection of the skin caused by fungi. The lesions are small, flat and round. Treated with antifungal ointment or oral antifungal drugs. Child must be kept home from school until treated.
- **Flu / Swine Flu:** clammy, fever, dry cough, aches and pains throughout body.
- **Strep Throat:** Infection of throat and tonsils caused by bacterium. A doctor should treat the child. This medical concern is treated with penicillin or with oral antibiotics. Child should be kept home for 24 hours after beginning antibiotic treatment.

Upon return from any of the above communicable diseases, parents are to submit a doctor's excuse permitting your child to return to school. Those written excuses are to be submitted to the Academy Office.

Immunizations

In accordance with Wisconsin state law, each student is required to be properly immunized and records must be on file in the office. More specific information regarding immunizations can be found in the Admissions Policy section of this Handbook.

Medication

- **Prescription Medication:** The office staff will not administer any prescription medication unless a **written** prescription from the doctor and / or a **written** note from the parent is on file in the office via the NTCA Medical Release form. This form includes a written consent from the parent / guardian to allow office personnel to administer medication to the student.
- All prescription medication (except inhalers, insulin and epi pens) should be stored in the office and administered by office personnel, unless it is an emergency. Use of items must still be logged. In the case of an emergency or an urgent situation, teachers and staff should administer medication. However, a signed NTCA Medical Release form must be on file.
- **Non-Prescription Medication:** If non-prescription medication is necessary, the parent/guardian must supply these medications to the school and sign the NTCA Medical Release form, to remain on file in the Academy Office. (Ex. Tylenol, Ibuprofen, cough syrup, aspirin, nose spray) All non-prescription medication should be administered by office personnel. In urgent situations, teachers and staff may administer non-prescription medication.
- Cough drops do not require written permission or administration by office personnel. Cough drops can be kept on child.

BUILDING POLICIES

Accident Reports

If an accident occurs on school property, whether as a result of an accident or another student's actions, an Accident Report or Incident Report will be filed. The parents/guardians of the student(s) involved will be contacted. If the student requires outside medical attention (for example, an ambulance), the staff will contact emergency personnel and will attempt to contact a parent/guardian in an effort to approve any necessary medical treatment; therefore, **it is**

imperative that a working phone number be on file in the office and an updated emergency card.

Birthday Parties / Birthday Dress Days

Parents may celebrate the birthday of their NTCA student(s) by bringing treats to the school for the student and class. Treats for the class will be passed out at the end of the day or lunch.

Parents may join in with the celebration. *(Please speak with the teacher in advance regarding any allergies)* / Students may wear casual clothing on their birthdays. If their birthday falls on the weekend or during the summer, students may pick one alternate date. **Birthday invitations for outside school parties are not to be distributed on school property, in order to prevent exclusion of some students.**

Book Store

The NTC Bookstore is off limits to students of NTCA. Students are not to enter the Bookstore during school hours at any time. After dismissal, students may **only** enter the Bookstore if they are with a parent or guardian and if a Bookstore representative is present in the Bookstore.

Building Access and Visitor Conduct

NTCA is a private institution that is connected with and is a ministry of the New Testament Church of Milwaukee. **We ask that all that enter act in accordance with the expectations and guidelines of the church. We also ask that conduct and behavior reflects Christ at all times.** Parents and visitors must sign in with the Receptionist upon entering the Academy. **To ensure that our Academy remains a safe place, we ask that all Parents sign in with the Receptionist upon entering the building between 8:15am-3:10pm and report to the Academy Office after signing in with the Receptionist. Students are to never open the locked exterior or interior doors for anyone (staff or guests), in order to consistently practice safety.**

Chapel / Devotion

Chapel service is the heart of NTCA. Chapel is held every Wednesday. Students, staff and guests are asked to treat Chapel with utmost respect and to give undivided attention at all times. It is an opportunity where we worship and learn about God. **Daily devotion** is also held each morning at the very beginning of the school day and in class and should also be treated with divine respect. Students should be present for daily devotion, it is a part of the school day.

****If students are tardy to school, back packs and coats should be placed in the outer coat rack area before entering Chapel or Devotion.**

Field Trips

Field trips for students require signed permission slips from parents. Permission slips must be signed and turned in **by the due date** in order for students to be eligible to attend the trip and for parents to be eligible to chaperone the field trip. Due dates are important so that we can accurately reserve and plan reservations for the number of students adults attending; **thus, if permission slips are not turned in on time, students will not attend the field trip and parents will not be able to chaperone. Students may be ineligible to attend field trips if they have academic or behavioral deficits.** In this situation, the School Director will make the final decision and parents will be notified in advance by the teacher.

If parents chaperone field trips, they are **solely** responsible for their children **only** during the trip and are not able to supervise other students without the presence of a NTCA staff member (for liability purposes). **Parents are not able to give permission for another parent to chaperone their child. This is done for the primary purpose of safety and liability, in case something**

were to occur. For all-school field trips (ex. Pumpkin Farm, Zoo), K3, K4, and K5 students are required to have a chaperone for those trips.

Cell Phones, SMART Watches (or any other type of electronic devices with similar capabilities) are not permitted on field trips. We ask that parents do not allow students to utilize cell phones during field trips, if you are chaperoning, in order to be consistent with our standard.

Fire, Tornado, Crisis and Safety Drills

Fire, tornado, crisis and safety drills will be conducted on a regular basis in accordance with Wisconsin State code. In the event of a fire, all persons will be required to leave the building. Silence and order are to be maintained throughout the drills. Students are not to engage in talking, running, pushing or skipping in the hallway. Students should proceed outside at the designated exits and stop no less than 50 feet from the building. In the event of a tornado, students and staff should assemble in their designated shelter area. Students are expected to kneel down facing the wall with head down and hands covering head. We encourage parents to go over these procedures with your children at home.

If a student touches or pulls a fire alarm, it may be grounds for suspension and the parent/guardian will be liable for any cost incurred to the fire or police department for reporting to a false alarm. Parents/guardians should speak to their children about the seriousness of this issue and inducing panic.

Food / Drink

All food and drink items should remain in the cafeteria. Eating and drinking is not to take place in the hallway, Library, Technology Labs, Sanctuary nor any other designated areas where eating is not allowed. We desire to be good stewards of this blessed building.

Guest Speakers

All guest speakers or presenters that desire to speak at NTCA must first be cleared and approved by the School Director. This clearance should be done **before** an invitation is issued.

Identification

Parents are asked to **mark their children's lunch box, lunches, boots, coat, clothing** and other items with a suitable **identification**. This will greatly assist the teachers and reduce the possibility of lost or misplaced items. Items of great value, such as iPods, CD Players, DVD players, Gameboys, Videogames, Tablets, Smart Watches and jewelry should **not** be brought to school. If those items are brought to school and they are damaged, lost or misplaced, it is not the responsibility or the liability of the school to replace those items. If items are confiscated, they remain in the Academy Office.

Lockers

Parents of students who use lockers and desire a lock should request and use a school issued lock only. Lockers are assigned to one student per school year, thus lockers are not to be shared or changed throughout the year. NTCA is not responsible for items that are lost or stolen from lockers. Lockers should only be decorated, with appropriate decorations, on the **inside** of the locker. Exceptions may occur for classroom projects or classroom celebrations. **Name tags must be placed and kept on the outside of the locker for the entire school year. Class projects can only be posted or placed on the outside of the lockers.** Children should **not write** on the inside or outside of lockers.

**Lockers are the property of NTCA and can be opened and searched at any time.

Lunch Program

NTCA uses a lunch service and must provide the service with your menu selections for the next month prior to the end of the current month. Parents are to circle their desired selections and pay for each selected meal. Each parent is to pay and turn in menu selections the month prior to the next month. **Menus must be turned in by the specified due date in order for your child to receive hot lunch service.** (Menus do not have to be returned if you participate in the National School Free and Reduced Lunch Program)

Parents are also welcome to pack cold lunches for their children. However, we ask that parents do **not** pack food items that require microwaving or warming up. Students will **not** have access to a microwave or stove. Students will also **not** be allowed to purchase soda from the vending machine. We also ask that parents not send soda, candy or chips or any foods high in sugar content as a part of the lunch or snack. **We ask that parents send nutritious food, for snacks and lunch, including fruits and vegetables, in order to stimulate the brain.** A list of healthy snacks is listed in the Academy Office. Finally, parents be aware of allergies of other students in the classroom, when packing your child's lunch.

NTCA participates in the National School Lunch Program and does provide free and reduced lunch for qualifying students. Parents must fill out NSL program applications and await approval to participate in the program. If there is no approval, school issued lunch must be paid by parent.

While in the Cafeteria, students are to be careful to not move or make contact with the dividers that are present in the gym.

Mandated Reporters

All school staff members are mandated reporters. This means that by law, staff members are required to report any suspected or reported abuse or neglect or threatened abuse or neglect of a child seen or heard in the course of their professional duties. Staff are not required to contact parents or family members in cases of suspected abuse or neglect. All reports are made to Child Protective Services (CPS) in an effort to protect all of our children.

Off Limit Areas

Students are **prohibited** from the Sanctuary, cafeteria, kitchen, gym, church, Bookstore, elevator, Staff Lounge, staff work rooms/offices, Academy Office, receptionist office, offices and other areas indicated as 'off limits' without permission or staff or teacher supervision. Any student who violates this rule is subject to disciplinary action.

Parent Bulletin Board

The Academy Director must clear any information or flyers that are desired to be placed on the NTCA Parent Bulletin Board. A wish list of items and volunteer opportunities will also be posted.

Parent Concerns

In accordance with Biblical principles in stated in the Gospel of Matthew 18:, all parent concerns regarding staff, student or educational program(s) must first be addressed or resolved with the person directly involved in the situation. Parents should make contact and speak respectfully and directly with the teacher if there is a classroom concern. If the concern needs further attention or resolution, the matter should be referred to the School Director. Parents desiring to make contact or communicate with teachers, should do so at an opportune time or preferably schedule an appointment. Parents should not expect conversation with the teacher to occur during instruction time or in the presence of students. Teachers are also not able to accept phone calls during

instruction time. Any situation that is not able to be resolved, should be referred to the Director. The Director will utilize proper procedures in order to effectively and peacefully resolve the situation. **All communication exchanged between staff and parents should be done in a Christian and professional manner.**

Parking Lot

We desire that all of our children and adults are safe. Please adhere to all of the signage in the Academy Parking Lot. Please do not drive above the 10 – 15 mph speed limit in the parking lot and please do follow arrows and signs.

Restrooms

We desire that all of our children and adults are good stewards of our beautiful building. Children are to respect the restrooms and ensure that they are kept clean and orderly. Children are also to keep the restroom neat and to not roughhouse or horseplay in the restroom. Damage or vandalism of any sort is prohibited and will result in consequences and responsibility of the student paying for repair.

School Calendar

The school calendar is located under the **RESOURCES** tab on the School website, www.ntcAcademy.org. In addition, school events and other reminders will be communicated using TeacherEase Announcement or E-mail system.

School Property

The New Testament Church and NTCA are beautiful buildings that emphasize proper stewardship of property. Each student, staff member and parent is charged with the responsibility for keeping our school building beautiful and clean. **Damage (defacing, graffiti, removing paint, etc.) to any NTCA property will result in the student and parent being billed for repairs.** School property includes classroom texts, library books, Chrome books, lap tops, Smartboards, walls, desks, athletic equipment, computers, rooms, lighting, bathroom fixtures, landscaping, etc. Please speak with students regarding the importance of respecting and caring for the school, church, building and all equipment. At the end of the school year, we ask that children do not throw away books or workbooks.

Social Media / Cyber Bullying

****NTCA is a Christian institution and is a ministry of the New Testament Church. No misuse, harm, slander, isolation, threats, bullying, violence, defaming or character degradation will occur using any form or venue of social media. NTCA is not to be mentioned or used in photographs or video on social media that include any of the above areas or any other form of misuse or negativity. Photographs of students used on social media (outside of the NTCA page) should have expressed consent. If any of these areas are violated, legal or school sanctions can and may be enforced and implemented. Incidents or issues that occur on or via social media are not to be brought to the Academy or within the classes or include NTCA. We will re-direct these issues back to the parent and enforce the above sanctions.**

Teacher Contact / Conferences / Visits

Parents are welcome to visit the Academy at any time. **We do ask that Parents sign-in with the receptionist if you come to the school during the school day (8:15am-3:30pm).** (This is not necessary before or after school with drop-off and pick-up) **Parents should then report to the Academy Office after signing-in.** This procedure is in place for safety reasons and to ensure that all of our children are protected and safe. If you intend to visit the classroom, the Academy

secretary or receptionist will call and inform the teacher of your presence and the teacher will be able to greet you into the classroom.

Due to their teaching commitments and tight academic schedule and out of respect of precious instruction time; we ask that you attempt to **make arrangements in advance if you require a meeting with a teacher**. You may schedule an appointment with the teacher for a planned meeting time. Meetings should take place before or after school or during faculty prep periods.

Telephone Calls

Parents are encouraged to make contact with teachers as well as teachers are encouraged to make contact with parents. **Teacher phone calls should be placed before or after school or during their break**. If you are not able to call at these times, the receptionist or Academy secretary will take phone messages for teacher phone calls that are placed during instruction time. Teachers are not able to take phone calls during instruction time. We encourage the use of emails as a venue.

Valuables

Students are to avoid bringing valuables or large amounts of money to school. The school assumes no responsibility for lost or stolen items or phones or electronic devices.

Vending Machine

Students are to use the vending machine **only under the supervision of a parent/guardian or an NTCA employee**.

Visitors

All visitors must **report and sign-in** with the Receptionist in the guest booklet at the Receptionist Desk upon entering the building. Visitors receive a duplicate pass that they must wear while they are in the building. After signing-in, all visitors **must then proceed to the Academy Office before proceeding through the building**. We also ask that Parents sign-in and report to the Academy Office if you are coming to the Academy during the school day. (It is not necessary before or after school) This procedure is in place for safety reasons and to ensure that all of our children are protected and safe.

ACADEMIC POLICIES

Assessments

Standardized Tests are administered to students, each spring, via the Terra Nova Tests. At NTCA students are tested for the purposes of student evaluation, as well as for curriculum planning and assessment. Students are also formally assessed each quarter. All tests are significant; students should be prepared and should take the tests seriously since they have a great effect on their academic career. There is also a state-issued test given in the Spring.

Awards

****During the school year and at the end of each school year, students will be eligible to receive student awards based upon their earning them throughout the school year. Students will receive pins or certificates or other types of recognition. A rubric will be utilized to determine eligibility and it will provide further guidelines. The pins are issued for excellence (or an “A” average) in a certain core subject or class.**

Books and Supplies

Each student is responsible for taking care of their school books and supplies. Books should never be mistreated, thrown or dropped on the floor and should always be kept in a desk, container, locker or with the student. **If books are lost, students are responsible for covering the replacement cost.** Replacement books should be ordered, paid for and replaced within two weeks of a loss. Books should be labeled with the student's name.

Communication

Parents play an integral role in the academic success of their child(ren). Therefore, parents are to assertively be aware of grades and student progress. Parents are to actively communicate with teachers and utilize the on-line grading system to check grades and follow up with students completing assignments. **Teachers are to also use Teacher Ease, Think Central, My HRW and E-Mail venues.**

Computer Use

NTCA provides its students access to all computers and computer networks, such as, the Internet. **Students are allowed to use the computer and the computer lab only when supervised by an adult staff member or the Technology Teacher.** Students are prohibited from going into areas of internet access that contain 'adult' oriented material, references to illegal drugs, alcohol, weapons, incendiary devices, or other materials deemed inappropriate by the teacher/supervisor. This prohibition includes all social media sites. The use of community websites is also prohibited. **Any student who does not follow these guidelines will be denied access to their Internet account and computer use and will be subject to disciplinary action.** Children should also not misuse computer usage. Any student producing inappropriate materials on school computers will lose all use privileges. **Before computer use, parents and students will be asked to sign an Acceptable Usage Policy.**

Failures

Students must **earn at least a 2.00 gpa cumulative in all of the areas, over the four quarters in a school year, in order to be eligible to pass to the next grade level.** If a student has earned less than a 2.00 gpa (C) cumulative, they will be retained in the same grade level.

Homework

Homework is intended to reinforce and enrich the concepts and skills learned in school, and to stimulate interest on the part of the student. It is the link between 'today' and 'tomorrow'. Homework is developmental in nature. It increases in scope with the maturity and capabilities of the student. Students will have homework and the homework should be completed, done well and completed in a timely manner. It is expected that parents support students in this process and assist them as needed. **Parents are to also check the Student Agenda daily for assignments.**

Missing Assignments (*1st – 8th grade*)

Students are expected to complete **all** homework assignments and projects on time and in quality manner. **As an Academy of Excellence, missing assignments are not acceptable.** Classroom teachers will explicitly inform students of **missing homework policy and consequences.** However, we expect that students complete **all** assigned assignments. Students will utilize their Student Agenda to record homework and assignments. **Parents are asked to review and check Student Agendas on a daily basis.**

Re-Do of Assignments (1st – 8th grade)

Students may redo an on-time assignment if it is a **D or F** grade. It must be turned in the **next day**, to the teacher, to be accepted. **(Both grades will then be averaged) The bottom-line and purpose is to re-teach for greater understanding and mastery and for the student to attain understanding.** After this re-do assignment is turned in the **next day**, students are given a grade and it again is averaged with the first grade. It is a reassessment for mastery. This policy pertains only to homework assignments and **not** projects.

Missing Test / Absences If a student misses a test due to an absence, they will make it up at the teacher's appointed time and discretion. If a child is **absent** and has not turned in an assignment or homework, they are able to turn it to the teacher. (It will depend on the amount of days of absence and teacher discretion) It is the **child's responsibility to find out the missing work and turn it in** at appointed time. If a student is **tardy** to school, work must be turned in upon their arrival **on that same day**.

Parent/Guardian/Teacher Conferences

Parent /Guardian/Teacher Conferences **occur twice per year** and are **mandatory**. Parent/Guardian/Teacher Conferences are an excellent way for teachers to share progress, improvement strategies and concerns with parents / guardians. We believe that the success of our students is based upon a working relationship and partnership with the parent.

Plagiarism, Cheating and Forgery

The acts of cheating, plagiarism, or forgery in connection with school will be subject to disciplinary action. In addition, no credit will be given for the homework, class assignments, or tests involved in the incident. Disciplinary action will also occur. Acts of cheating include but are not limited to: copying without referencing, copying without proper citing of sources, copying another person's work, forging a name, completing assignments in another class or in devotion, turning in another student's assignment and claiming as your own.

Progress / Promotion

NTCA will diligently work with the teacher, student and parent if there are concerns with academic progress and grade promotion. Interventions will occur immediately. Recommendations for student placement and progress will be submitted to parents based upon academic assessment, summative assessments, referral and progress. **NTCA reserves the right to place a student in a more appropriate grade before the school year begins, during summer school, during the school year or to withhold or delay promotion. Students must earn a 2.00 gpa cumulative, in all four quarters, in order to be eligible for promotion.**

Quality of Student Work

Each student is responsible for being prepared for school by having completed his/her homework, and each student is required to come to school with pencils, pens, paper, textbooks, and other necessary supplies each day. It is expected that students hand in work that is done neatly.

Report Cards / Parent Conferences

Report cards are issued quarterly (4 marking periods) and are for the purpose of informing the parent/guardian of the student's academic progress. The NTCA Faculty wishes to maintain regular communication with all parents/guardians. To facilitate this, parents are required to attend conferences (check the school calendar for dates of conferences), check the on-line grading system, check the Student Agenda and communicate with teachers on a regular basis.

Valedictorian / Salutatorian Qualifications

At the end of the eighth (8th) grade year, a valedictorian and salutatorian are chosen and are determined by the following criteria: student must have attended NTCA for at least two full school years, the cumulative of all classes for grades 6th, 7th, and 8th (or 7th & 8th) are considered and calculated to determine the highest and second highest cumulative gpa, participation, dedication to NTCA clubs or extra-curricular activities and their conduct follows behavior at a level of excellence as defined by the Student Handbook. A rubric may be used for the required areas outside of the grade point average and can factor in the determination.

UNIFORM POLICY

Below is a description of the Dress Code and Uniform Policy for the School year.

UNIFORM POLICY

NTCA has established a dress code for the students that promotes modesty and professionalism. The dress code will strengthen the educational environment, alleviate peer pressure where dress is concerned, provide greater safety for students, and enhance the image of NTCA students.

The following is a dress code for NTCA students. Students will appropriately coordinate their uniform pieces to present a dignified image.

Please Note: K3 Students do not have to adhere to the following Uniform Policy but it is recommended that they wear shoes with no shoestrings to school.

All Grades (K4 – 8th):

Pants/Slacks **Pants must be navy blue or khaki colored.** Jeans, leggings, jeggings, sweatpants, yoga and warm-up suits are not allowed. Pants must always be worn around the waist, no sagging or baggy pants, and no cut/torn pants.

Tights Tights may be worn with appropriate **length** skorts or skirts. (**Tights, leggings and/or jeggings are not to be worn as pants unless covered**)

by long shirt/sweater not shorter than 3 inches above the knee and size appropriate.)

Shorts/Skortts **Shorts and Skortts must be navy blue or khaki.** Shorts and Skortts must always be worn around the waist. Shorts and skortts will be **worn at knee length up to 3 inches above the knee and size appropriate.**

Shirts/Blouses **Shirts and Blouses must be a solid color of navy blue, light blue, or white.** Shirts and blouses **should have a collar.** Shirt or long sleeve collared shirts are fine. **Turtlenecks may be worn by students only in grades K -2nd and girls in 3rd – 5th.**

**** (T-shirts are not to be worn) (Stripes & designs are not allowed)**

Jumpers (Girls) Jumpers must be **solid navy blue or khaki.** Jumpers will be worn at knee length.

Skirts (Girls) Skirts must be **solid navy blue or khaki colored.** Skirts will be worn at **worn at knee length up to 3 inches above the knee and size appropriate.** If skirts are short, a pair of shorts are to be worn underneath.

Sweaters/Sweatshirts Sweaters and sweatshirts should be a **solid color** of navy blue, light blue, or white. These overtops must be worn over the uniform shirt. **Sweatshirts and sweaters are not to be hooded. (Hooded sweaters and sweatshirts are not allowed except on Fridays)**

Shoes ****White-soled tennis shoes only must be worn in the gym. Please bring a pair of white-soled tennis shoes to keep at school. Children will not be allowed to participate in recess or activities unless they are wearing white-soled tennis shoes. Other tennis shoe types may be worn in classrooms.**

UNIFORM CODE BY GRADE LEVELS

Grades K4 –2nd

See above dress code description. Students may wear any combination of the above dress code as they have in the past. The **uniform code is the same as it has been for grades K4 – 2nd.**

Grades 3rd – 5th

Students will comply with the above general information regarding pants, skirts, skortts, shorts jumpers and shirts. The **uniform code is basically the same as it has been for grades 3rd – 5th with only one addition.**

In addition, all 3rd – 5th graders should wear:

BOYS

Vest (boys) – Navy **only** pullover vest (Vest can be cotton, polyester, wool)

The vest will be worn over their Collared, button-down Shirt or Polo Shirt (w/collar) in **White, Light Blue or Navy - Solid colors only. (Short or long sleeve shirt is fine)**

GIRLS

Cardigan / Crew neck Sweaters (girls) – Navy or **White** button up sweater

The Cardigan Sweater will be worn over their Collared Shirt, Polo Shirt (w/collar) or Turtleneck in **White, Light Blue or Navy – Solid colors only (Short or long sleeve shirt is fine)**

{NOTE: grades 3 – 5 include the vest and the cardigan sweater}

The vests and sweater are a part of the uniform and must be worn **daily**.

Grades 6th – 8th (Middle School)

Students will comply with the above general information regarding pants, skirts, shorts, jumpers and shirts. The **uniform code is basically the same as it has been for grades 6th – 8th with only two additions.**

In addition, all **6th – 8th** graders should wear:

BOYS

Vest (boys) – Navy **only** pullover vest (Vest can be cotton, polyester, wool)
or

V-Neck Pullover Sweater – Navy **only**

The Vest and V-Neck Pullover Sweater will be worn over their Collared, button-down Shirt or Polo Shirt (w/collar) in **White, Light Blue or Navy – Solid colors only - NO Turtlenecks (Short or long sleeve shirt is fine)**

Tie - Navy or Navy w/ other supplementary colors

The tie, vest and/or sweater are a part of the uniform and must be worn **daily**.

GIRLS

Cardigan Sweaters / Crew neck (girls) – Navy or **White** button up sweater

Tie (*cross tie*) – Navy, or Navy w/ other supplementary colors, **Light Blue and Yellow, Blue Plaid**

The Cardigan Sweater will be worn over their Collared, button-down Shirt or Polo Shirt (w/collar) in **White, Light Blue or Navy – Solid colors only No Turtlenecks**

The tie and sweater are a part of the uniform and must be worn **daily**.

{NOTE: grades 6 – 8 include the vest or v-neck sweater, the cardigan sweater, and Ties}

*****Please note: If students are not complying with the Dress code or are out of uniform, they will need to change into uniform clothing. If they do not have uniform clothing, they will need to dress in uniform on that next immediate Friday and possibly receive a consequence. Repeated events of dressing out of uniform will result in consequences and loss of privileges.**

All Grades

Shoes Students may wear tennis shoes or regular shoes. Flip flops and open toe sandals are not to be worn (*due to fire code safety*). Middle school students are not to wear high heels. **White-soled Tennis shoes only must be worn in the gym.**

Boots Students are not to wear snow boots during the school day. Students should change into shoes.

Body Decorations Body piercings including but not limited to nose, tongue, brow, lips (except ears for girls), body jewelry or body decorations (such as drawings, glitter, spray paint, wash off tattoos or stickers) are **not** allowed in school. Chains are not permitted. Girls may wear earrings.

***Earrings for girls should be no larger than the size of a nickel (K-4th) or the size of a quarter (5th – 8th). This is for the purposes of safety / injury.**

Boys are not permitted to wear earrings or any other piercings.

Tattoos and teeth grills will also not be permitted at NTCA.

Jewelry/Watches ****Smart Phone watches or jewelry with that same capability are not allowed. Video game watches are not allowed. They will be confiscated and kept in the office for 2 weeks. Our goal is to keep our students focused, limit temptations and ensure valuables are not lost or stolen. Expensive jewelry should not be brought to school.**

Hair Words carved in the hair or **inappropriate** hair carvings, symbols, excessive designs or inappropriate hair designs and styles are not allowed. Inappropriate hair colors and dye and glitter, as deemed by administration, are not allowed for male or female students. Hair feathers/ hair jewelry are not to be worn.

***Boys** are permitted to wear Mohawk haircuts that are two inches or less (non-spiked).

*Locks and braids are permitted at ear length to the neckline.

***Boys** are not permitted to wear puffs, pony tails or pig tails. Other lengthy, distracting, spiked or nontraditional hairstyles, cuts or designs are NOT permitted.

Hair must be clean, neat, and well-groomed at all times.

The School Director will make final decisions regarding any dress code violations. All parents and students must comply and abide by the decision made by the Director.*

The above list is not all inclusive. The Administration reserves the right to and will make final determination of any other dress, hair style or body decoration that is deemed inappropriate.

Friday – Casual Day – Students may wear appropriate casual clothing outside of the above uniform code on **FRIDAYS**. Clothing should be modest, appropriate, and acceptable in a Christian setting and wording should be free from inappropriate or worldly type slogans. Casual days may be taken away from a student if misbehavior occurs. If the end of a particular school week is a Thursday, students may dress down on that Thursday.

****All Parents (of all grade levels) are asked to keep a change of clothing in your child's locker in case of an accident of any type.**

Important:

Dress and appearance are the responsibility of the parents. The uniform policy is in effect every day (with the exception of Friday) and includes most field trips. Parents will be informed, in advance, of the dates of any and all special dress days through school correspondence. **We ask that you please adhere and comply to the Uniform Policy and Dress Code policy.**

If a student is not in dress code, and they do not have a change of clothing in their locker, they will be sent to the office to contact their parent/guardian. The parent/guardian will be asked to bring appropriate uniform clothing to school (if there are no uniform clothes in their locker). Students will also lose privileges for Friday dress and special dress days and additional consequences.*

Attire and Grooming Policies

As a Christian school, we believe that our values are reflected by our words as well as by our external behavior, including grooming and the clothes we wear.

NTCA expects that all students represent themselves through attire (clean respectable clothing) and proper hygiene. In keeping with appropriate behavior, we expect the following dress codes to be followed:

- Hats, caps, wave caps and bandannas, scarves, sport headbands or headbands that cause distraction are to be removed upon entering the building and are not to be worn in the building. Feather earrings and other distractive items are not to be worn.
- During cold weather, students should wear warm jackets, hats, mittens/gloves, and boots. Parents are responsible for providing the appropriate dress for their children. If students wear boots, shoes must be brought to school to change into in the classroom. **ALL ITEMS SHOULD BE LABELED WITH THE STUDENT'S NAME.**
- Hooded sweatshirts or hooded sweaters are not to be worn during the school day, except Friday.
- Coats/jackets, hats and gloves should not be worn in classes. Students may wear non-hooded sweaters and sweatshirts over their collared shirts (Navy or White). Coats and jackets should be stored in lockers.
- Students should have their hair clear of objects (combs and pencils) at all times and hair should be free of any excessive or inappropriate carvings (symbols, words, or objects). Hair should be neat.
- Racially divisive clothing or clothing with inappropriate symbols, popular sayings or words is prohibited.

- Students should dress with modesty and restraint as we reflect our Christian values. Skin-tight clothing, shirts that are unbuttoned, exposed midriffs, underwear that is visible, and dresses, culottes, and skirts that are high above the knee are prohibited.
- Clothing that includes any type of **Skull symbols, anti-Christian or inappropriate symbols or messages** are prohibited and not to be worn to school.
- Wristbands that include inappropriate or worldly type sayings are not to be worn to school.

BEHAVIORAL POLICIES

****We expect for our students to be disciples of Christ and ambassadors of this Academy and ministry. In order to keep all students safe and to walk in Excellence, we expect for students to do what is right, walk in honesty and report any misconduct, disrespect or bullying. We do what is right as children of God.**

Student Behavior Code of Conduct

Everyone at NTCA is expected to do their best at all times and reflect Christ in all situations. Parents, staff and students will all work together to assist every person in the school to grow and learn as communicated in our mission statement and goals. Our policies and practices will at all times dignify the student and be geared toward helping the student make more responsible choices in the future. Students are here to learn and teachers are here to teach. **Any student or student behavior that disrupts learning will not be tolerated.** Parents are encouraged to support and enforce NTCA expectations and rules and to support classroom management and discipline.

Students will be encouraged to emulate the qualities and characteristics of Christ. Teachers will be responsible for the management of their classroom and discipline. The School Director will also be responsible for behavior management and discipline. The School Director is available to discuss behavioral situations of students and consequences that have been issued. However, this conversation should occur only after the parent / guardian has taken the first step in talking with the teacher(s) or staff members involved. If consistent misbehavior occurs, a parent / guardian meeting will need to occur with the Director. Consistent misbehavior or severe misbehavior or disruption may lead to suspension or withdrawal from NTCA.

NTCA is dedicated to providing the church and society with future leaders. Because we respect ourselves, we respect others. In respecting others, we are acknowledging their rights to:

1. receive guidance and support in their Christian and human growth and development;
2. receive a high quality education;
3. be treated with love, respect, and dignity in a consistent and fair manner.

Teachers and staff are charged with the responsibility of maintaining a disciplined learning environment. They are given full responsibility to issue appropriate consequences for any student behavior deemed inappropriate.

In order to promote health and safety, and to improve the learning environment, we expect the following guidelines to be followed:

Classroom Etiquette

- Students are prohibited from leaving book bags in the halls and classroom aisles. Book-bags should be stored in the lockers. If a student brings a book bag to a class for a specific reason, it must be stored under the desk, chair or table. This policy is in accordance with Wisconsin State fire codes.
- Students are expected to be quiet and attentive in classrooms and to obey all expectations and rules outlined by each teacher. Students should be attentive during class time. Any student who disrupts classes on a continual basis will face disciplinary consequences and a conference with the Director.
- Students must comply with all teacher rules, expectations, and procedures.

Hallway Etiquette

- Students are expected to be quiet in the hallways at all times.
- Students are expected to walk, not run, in the hallways at all times.
- Students are expected to never engage in horseplay, kicking, punching, pushing, slapping or jumping on any other students in the hallway.
- Students should have a hallway pass whenever they are in the hallway during class time.

Building and Grounds Etiquette/Expectations

- **Cell Phones** (or any other type of electronic devices) are **NOT** allowed in the classroom nor should they be seen, used or heard on school property. They are also not to be used in Extended Care. **If cell phones are used, seen or heard during the school day or after school, they will be confiscated. Cell phones will then be checked into the Academy Office and remain there for three weeks.** After the three weeks, a parent may come to retrieve the cell phone. Disciplinary consequences may also be issued to the student for infraction of the rule.

If parents do need students to possess a cell phone, the phones must be secured in their locker during the entire school day or checked in with the Office. Parents should notify the school if their child will need to bring a cell phone to school. The Academy assumes no responsibility for lost or stolen cell phones or electronic devices.

- **Cell Phones (or any other type of electronic devices) are not permitted on field trips.**
- Students should **not** bring video games, CD players, iPods, MP3's or other similar items to school. If confiscated, items will be checked in and **remain in the Academy Office for one month.** After the month, items may be retrieved by parents.
- Wrestling, pushing, grabbing, physical contact, etc. are not allowed on school property.
- Running is prohibited in the school building at all times.
- Students are to speak in conversational tones in the school building.
- Profanity, vulgar or obscene language is **never** allowed on school property at any time. Disciplinary action will be taken for an infraction of this rule. .
- Candy, gum and soda are **not** to be brought to the **school building** by students or parents. Candy, gum, food and soda are not to be consumed in the Library and Technology Lab.
- Students are not to bring their personal basketballs or athletic items to school.

Cafeteria Etiquette

- Students are not to bring book bags into the cafeteria for safety issues.
- Proper cafeteria etiquette is to be observed at all times. This includes courtesy to cafeteria staff and proper disposal of garbage.

- Students are to push in their chair when they leave the table.
- Students are to leave their eating area clean and neat.
- It is expected that all students properly dispose of their trash and garbage.
- Food and beverages are **only to be consumed in the school cafeteria**. (They are **not** allowed in any other part of the building except for classroom snacks or parties.)
- Students are not to use any type of Music Player, or Video Game during lunch.
- Students are to speak in conversational tones in the school building.
- Students are to leave the cafeteria in an orderly manner when dismissed by the Supervisor.
- Parents should send lunches that do not require microwave usage. Parents are also to send juice drinks or juice. Soda is not allowed.

Students who violate any of the above expectations in all of the areas will earn consequences.

Disrespect

****Students are expected to look like Christ, to show love and to obey and respect God, themselves, their classmates, the staff and all others. We expect that students show respect and adhere to all school, classroom and teacher expectations. If there is a disagreement, there are proper and respectful means to address them. Interventions, consequences and parental partnership and meetings will occur, as deemed necessary, to improve conduct.**

Non-Negotiable Areas of Behavior - (Will result in a minimum of a suspension and possible further sanctions which could include withdrawal)

Bullying

It is imperative to maintain an educational environment that encourages optimum growth and development and not anxiety or fear. Respect for the dignity of each person is essential to our Christian tradition. Any behavior that is physical, written, verbal or non-verbal, that imposes a threat or anxiety and hinders the learning environment; or that can be interpreted, as threatening to others or bullying, cannot be tolerated. Violation of this policy is a very serious offense and is automatic grounds for suspension, dismissal or expulsion from NTCA. If a student is bullied, they should notify their parent or an adult staff member immediately. The Administrator will follow through and investigate the allegation. Appropriate consequences and sanctions will be applied after a thorough investigation.

Chemical Use

Any student who buys, sells, possesses, or uses alcohol or drugs, on or off school grounds, will jeopardize his/her status at NTCA. Smoking is prohibited and is illegal for students on church or school grounds and at off campus activities at all times. Violation is automatic grounds for suspension, dismissal or expulsion from NTCA.

Cyber Bullying

See below under **Social Media**...**No form of harassment or bullying will take place via cyber venues, against any of our students or staff. Any violation of this policy will result in suspension or expulsion. Love, collaboration and mediation are our venues for resolution.**

Fighting

Students at NTCA are being trained in the ways of God. We expect that all students attempt to resolve all issues or problems using an adult or using Christian principles. Students are **NEVER** to engage in any fighting or misbehavior that leads to fighting, including **instigating**. Fighting is

not Christian-like and will not be tolerated. Fighting is a very serious offense and is automatic grounds for suspension, dismissal or expulsion from NTCA. We are to keep our hands to ourself.

Gangs

Membership or affiliation in gangs is contrary to the philosophy and Christian teaching of NTCA. Indication of gang involvement (colors, hats, signs, language, etc...) is strictly prohibited.

Writing gang symbols on notebooks, folders, or any property of NTCA is prohibited. We want to teach our children to model Christ. Gang activity is a very serious offense and is automatic grounds for suspension, dismissal or expulsion from NTCA.

Harassment / Threats / Bullying / Instigating

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to our Christian tradition. Any behavior, either physical or verbal, that hinders the learning/teaching environment, or that can be interpreted, as threatening to others or bullying, cannot be tolerated. Violation of this policy is a very serious offense and is automatic grounds for suspension or dismissal from NTCA. If a student is harassed, they should notify their parent or an adult staff member immediately. The staff member should present the allegation, in writing, to the Administrator. The Administrator will follow through and investigate the allegation. Appropriate consequences and sanctions will be applied after a thorough investigation. This policy includes instigating.

Harassment-Sexual

NTCA is committed to maintaining a learning environment that is free from sexual harassment and sexual violence, where all employees and students can work and study comfortably and productively. NTCA prohibits any form of sexual harassment or sexual violence including: written contact, verbal threat, physical contact or visual contact. Violation of this policy is a very serious offense and is automatic grounds for suspension or dismissal from NTCA. If a student is harassed, they should notify their parent or an adult staff member immediately. The staff member should present the allegation, in writing, to the Administrator. The Administrator will follow through and investigate the allegation. Appropriate consequences and sanctions will be applied after a thorough investigation.

Inducing Panic

Inducing Panic is a crime punishable by law: "No person shall cause the evacuation of any public place, or otherwise cause serious public inconvenience or alarm by doing any of the following: Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such report or warning is false." Violation of this policy is a very serious offense and is automatic grounds for suspension or dismissal from NTCA.

Social Media / Cyber Bullying

NTCA is a Christian institution and is a ministry of the New Testament Church. No misuse, harm, slander, threats, bullying, violence, defaming or character degradation will occur using any form or venue of social media or technology. NTCA is not to be mentioned or used in photographs or video on social media that include any of the above areas or any other form of misuse or negativity. Pictures or posts are not to be posted to social media pages of the school or students. Photographs of students used on social media (outside of the NTCA page) should have expressed parental and school consent. If any of these areas are violated, legal or school sanctions can and may be enforced and implemented. Incidents or issues that occur on or via social media are grounds for sanctions from the school. Those

incidents are not to be brought to the Academy or within the classes. We will re-direct these issues back to the parent and still enforce the above sanctions, from the school.

Theft

All families have the right to feel safe and secure in their homes. The same holds true for the NTCA family. Theft of any form (including “borrowing” without asking) will not be tolerated. Stealing is a very serious offense and is grounds for suspension, dismissal or expulsion from NTCA. Students should discourage borrowing or stealing by not bringing valuables to school. NTCA is not responsible for the theft of items.

Weapons

The safety of the NTCA family is of utmost importance. Therefore, possession of weapons on or off school grounds is grounds for immediate dismissal or expulsion. Students who bring a weapon to NTCA will face immediate dismissal or expulsion.

DISCIPLINE POLICY

One of the most important facets of education involves the learning of an inner discipline and the wise use of freedom. At all stages of development, young persons need to experience freedom and control. In keeping with the philosophy of NTCA, every attempt is made to help students develop discipline, which will help them to grow in freedom and responsibility. At all times, we are reminded of our mission statement which is to train up a child in the way they should go so that when they are old, they will not depart. Classroom management, consequences and discipline are included in this training process.

When behavioral problems become evident, the student, teachers, administrators, and parents/guardians work together to develop plans for improving behavioral patterns. A student’s eligibility to remain in the school is jeopardized if parents/guardians are not supportive of attempts to work with the student on behavioral and/or emotional problems, or if the student makes no satisfactory attempts to improve his/her behavior and behavior interrupts the learning environment.

Disruptive and uncooperative behavior seriously interferes with the learning environment. This behavior is an injustice to others who are striving to create and support a positive environment.

The goal is to accentuate the positive and encourage correct and positive behavior. NTCA utilizes a school wide behavior management system that strives for Excellence. Students have an opportunity to earn excellent status each day based upon a color coded system. If students reach red, they must complete a behavior reflection sheet in regards to their behavior. Students are expected to take this sheet home and discuss it with their parents. We ask that parents sign the sheet indicating they are aware of the situation and are dealing with it appropriately at home and then return it signed the next day. Students have the opportunity to correct their behavior throughout the day. Students who reach red will have a behavioral log imported in the on-line system. Students who repeatedly earn red status will be referred to Administration. Some behaviors may also deem immediate administrative referral. Students who consistently earn purple status will also be rewarded and acknowledged.

Disciplinary Behavioral Logs and Letters describe a student's serious and/or continued failure to follow school rules, disrespect for authority or classmates, and other behavior, which is unsuitable to personal and social development. Behavioral Logs and Disciplinary Letters are serious steps and serve as a notice that the student's behavior is in need of immediate improvement.

Possible Reasons for Disciplinary Action (including but not limited to)

- **Disrespect for teachers, staff, and students**
- **Disruption and disturbance of class or school activity**
- **Disregard of school rules in the classroom, hallways, lunch room, or on the playground**
- **Lack of effort in completing assignments**
- **Excessive unexcused absences and tardiness**
- **Cheating, plagiarism, forgery, or dishonesty**
- **Use of abusive and vulgar language**
- **Striking, hitting, or pushing another person**
- **Refusal to follow adult requests**
- **Physical contact, pushing, kicking, hitting another student**

Detentions

Detentions can be issued for an infraction of any school policy. Detentions are served with the issuing teacher/staff member during lunch, on the day of or the day after they are received unless other arrangements are made (which may include Saturday Detentions). Detentions may also be served with the Director or other personnel.

Suspensions

NTCA reserves the right to suspend a student for misbehavior, consistent or serious disregard of school policy. The suspension will last for a designated amount of time and until a parental conference can be arranged. The Director is the person who is authorized to suspend a student for a duration of time, which he/she considers appropriate. Any student who is suspended is prohibited from participation in any school activity on or off campus.

Suspensions are either In-School or Out-Of-School, depending on the offense. Any student suspended will automatically be placed on Behavioral Probation. Parents/guardians are responsible for tuition during a student suspension. Students who are suspended will be allowed to make-up and complete academic assignments and tests. However, it is their responsibility (or the parent/guardian) to retrieve the missed assignments. Students will need to complete the missed assignments in a timeframe determined by the Director and the teacher, depending upon the length of the suspension.

Behavioral Probation

Students who **exhibit continued or extreme behavioral problems or students who have been issued a suspension, will be placed on Probation and possibly jeopardize their status as a NTCA student. Students placed on Probation will have certain behavioral parameters that must be adhered to or students may face dismissal from the school.** Parents / Guardians will be informed, in writing, of this status.

Expulsion/Withdrawal

Expulsion is the legal termination of a student's privilege to attend school. Under Wisconsin state law, that student is required to attend school until he/she reaches 18 years of age or his class

graduates. Only the Director or Council of Education of NTCA has the right to expel a student. Official transcripts will be released only after all outstanding obligations (tuition, etc.) have been met, and all school property has been returned.

Students may be withdrawn if they are engaged in consistent disciplinary situations and have not corrected the situation. Also, if after academic modifications, a child’s academic needs are not being addressed or met, withdrawal will be recommended.

Due Process/Appeal

Students who are expelled or suspended may appeal their disciplinary action. Appeals are directed to and handled by the Council of Education and Director, through the Director. Appeals must be presented in writing within five (5) days of the decision to the Director. Failure to submit a written appeal within five (5) days will forfeit an individual’s right to appeal.

CLOSING

As you refer to this handbook throughout the school year, please keep in mind that what is listed should be seen as guidelines to maturity and Christian growth. We hope that you do your fair share to make NTCA a happy, fun, safe, spiritual and experience-filled place to live and grow.

NTCA is a professional and private institution. Our staff are trained and expected to treat parents, guardians, visitors and students with dignity and respect. Our ministry is one of service to God’s people. We also expect that all people coming to NTCA treat all students, office staff, teachers and other staff with dignity and respect. Nothing less is acceptable. Anyone who does not honor this expectation will be in contrast to the Christian principles that we are striving to teach.

NTCA is a ministry of the New Testament Church. All policies of the Church extend to the Academy. All policies of the Church, specifically in regard to same sex issues and hiring and bathroom use restrictions of gender transfer and apply to the Academy.

Please Note: The Director or Council of Education reserve the right to make discretionary decisions, changes and judgments on any area covered or not specifically covered in this Handbook.

NTCA HANDBOOK AGREEMENT POLICY

School Year: 2019-2020

After having completed the reading of this handbook, we require all parents / guardians and students to sign and date the Handbook Contract below and return it to the Academy Office. Parents are required to sign the contract in order for students to remain in proper attendance at school. Report cards will not be released until parental contracts are signed and returned. All contracts should be returned by September 10th.

This form certifies that I have received and read the NTCA Student Handbook for the current school year. I agree to comply and abide by all rules and adhere to the rules, expectations and policies of the Handbook and Academy.

Student Name (Print)

Student Name (Print)

Student Name (Print)

Student Name (Print)

Parent Signature

Date